

Payroll Dialogue Minutes

October 3, 2007

Staff from the Employment Development Department (EDD) for the State of California gave a presentation regarding State Disability Insurance (SDI) and Paid Family Leave (PFL).

Regina Flores
445-6495
rflores0@edd.ca.gov

Mark Potter
477-1323
mpotter@edd.ca.gov

Sandy Marsh
445-5349
SMarsh@edd.ca.gov

You can also visit the EDD Website at www.edd.ca.gov for more information.

The most important thing to remember is not to discuss whether the employee is eligible or not, this is not your responsibility. Hand them the brochure and let them know they can apply. Information on obtaining the brochures will be at the end of the minutes. Currently only members of Local 39 and IBEW are paying into this program. You do not need to provide this information to members of other units.

1. State Disability Insurance (SDI)

- A. SDI provides partial wage replacement benefits; it does not provide entitlement to leave.
- B. For employees unable to work due to pregnancy or non-work-related illness or injury.
- C. Eligibility: Employee Must:
 - i. Be unable to perform regular or customary work.
 - ii. Be disabled for at least 8 calendar days.
 - iii. Be under the care and treatment of a physician or practitioner.
 - iv. File a timely claim. (not later than the 49th day) (Claim must be Form DE2501 – employee is responsible to get the form for themselves, you will not provide it.)
- D. Waiting period
 - i. 7 non-payable calendar days
 - ii. Benefits payable on day 8 of disability
- E. Provides benefits up to 52 weeks per claim.
- F. Claimant Responsibility
 - i. Fill out and file Form DE 2501 completely.
- G. Your Department Responsibility
 - i. Furnish SDI Provisions DE 2515 (Brochure) to employees who leave work due to pregnancy or non-work-related illness or injury.
 - ii. Post Notice to Employees, DE 1857A
 - iii. Complete Notice of State Disability Claim Filed, DE 2503 (This will be sent to you by EDD and will have black type.)

NOTES ON FORM DE 2503 FOR SDI:

6 will always be NO.

2. Paid Family Leave (PFL)

- A. For employees who take time off work to care for a seriously ill child, spouse, parent, or registered domestic partner; or to bond with a new minor child.
- B. Eligibility: Employee Must:
 - i. Provide doctor certification of serious illness and need for care for the care recipient.
 - ii. Provide documentation of birth, adoption, or foster care placement when bonding with a new minor child.
- C. Waiting period
 - iii. 7 non-payable calendar days.
 - iv. Benefits payable on day 8 of need to bond or care. (Note: If employee was on SDI for pregnancy they do not need the waiting period for bonding)
- D. Provides up to 6 weeks of benefits within any 12-month period.
- E. Claimant Responsibility
 - v. Fill out and file Form DE 2501F or Form DE 2501FP (new mother) completely.
- F. Your Department Responsibility
 - vi. Furnish Paid Family Leave Information Brochure, DE 2511, to employees who need to care for a family member or bond with a new minor child
 - vii. Post Notice to Employees, DE 1857A
 - viii. Complete Notice to Employer of Paid Family Leave Claim Filed, DE 2503F. (This will be sent to you by EDD and will have red type.)

NOTES ON FORM DE 2503 FOR PFL:

5 will always be NO.

OBTAINING CLAIM FORMS OR BROCHURES

Individuals may access claim forms and brochures at Forms and Publications page of the EDD Website (www.edd.ca.gov).

Claim Forms may also be picked up at the SDI Claim Management Office at 2550 Mariposa, Room 1080A (across the street from City Hall).

3. Question & Answer Session

Q – How should employees be coded in Kronos and PeopleSoft?

A – You will want to use L01_S, leave without pay SDI. The employee can also use 13 hours a week of any remaining sick leave, vacation, comp time, or holiday leave without disturbing their SDI benefits. They will not accrue any leaves during this period. If the employee elects this, they will place it on their application, you do not need to provide them with any other paperwork.

Q – Will employees be eligible for time donation?

A – Policy has not been determined yet.

Q – Will Health and Welfare be affected?

A – As long as the employee is being paid by the City in some way (13 hours a week in sick), the City will still pay its portion of Health and Welfare.